FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Batch Download / Batch Print Off Airport Correspondence

**You are not required to have a registered e-filing account*

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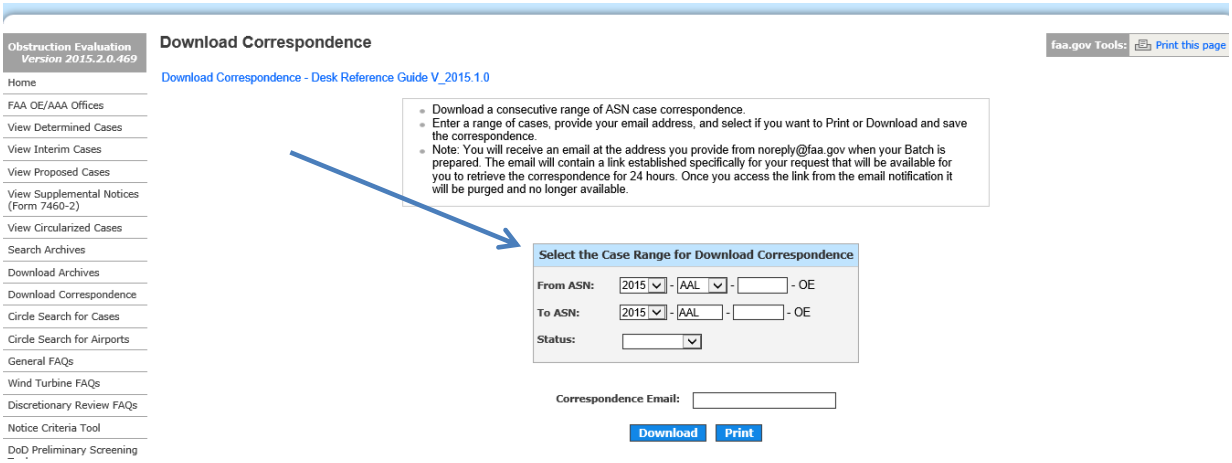
600 Maryland Ave., SW Suite 800W
Washington, DC 20024

All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.

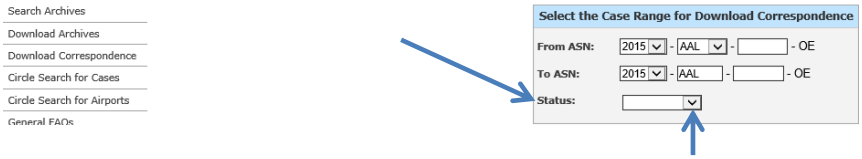
Batch Download or Batch Print Correspondence

To **batch download** or **batch print** correspondence documents from the OE/AAA website, select the link labeled **Download Correspondence** in the left side navigation. The **Download Correspondence link** is located under the **Obstruction Evaluation** section between Download Archives and the Circle Search for Cases links.

When the Download Correspondence link is selected, the page will provide users the ability to enter a range of cases, using a year and region drop down menu; where a range of case numbers can be entering.



Select the type of correspondence for download or print from the dropdown menu provided.



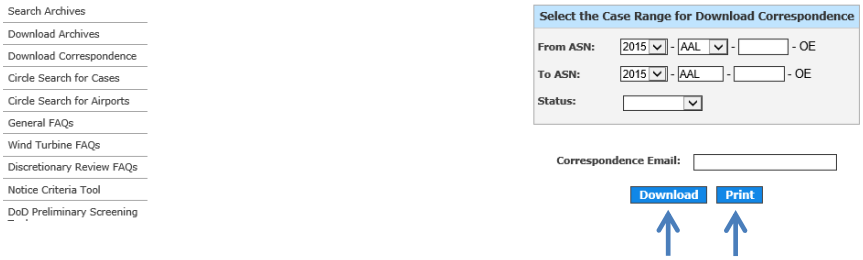
The following choices are available:

- Determination (for Off Airport cases in Determined status)
- Extension (for Off Airport cases in Determined status with an extension pending)
- Notice (for Off Airport cases in Interim status)
- Circularization (for Off Airport cases in Circularized status)

An email address is required to send a message when the request is complete.

>If **Print** is selected the system will compile the requested correspondence into a **single pdf** so the user may print it.

>If **Download** is selected the system will create a **zip file** so the user can save the **individual pdfs**.

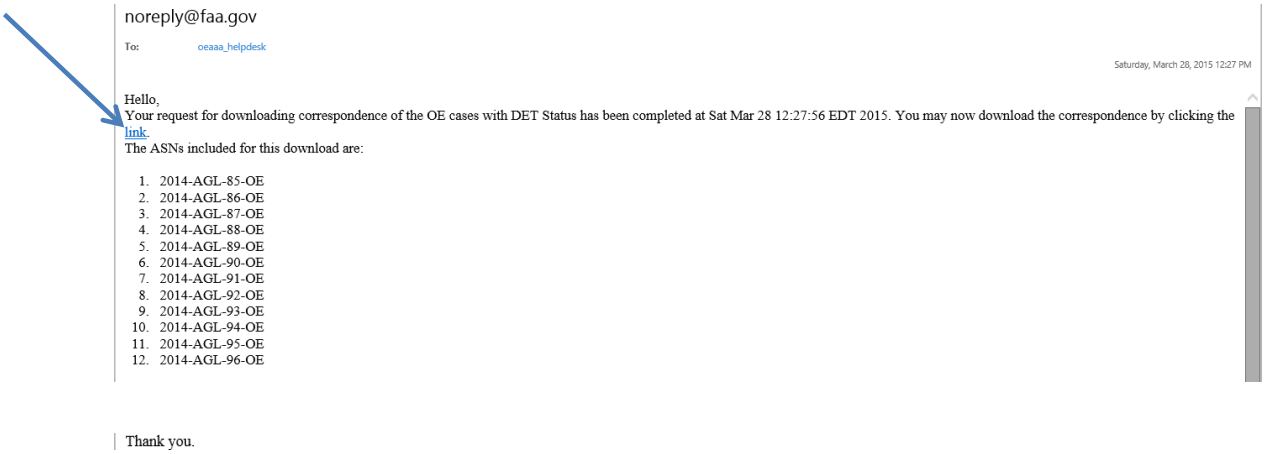


When all required information has been filled in and Print or Download has been selected a notification will be notified via email when your requested information has been prepared for you.

The email will contain a **link** to retrieve the information for downloading/printing. This link will only be valid for **24 hours** after you have been notified that your

request has been prepared. **If the link expires you must submit a new request. You will only receive one email notification."**

Example Email: Off Airport Case Correspondence **Ready** for Download



noreply@faa.gov

To: oeaaa_helpdesk

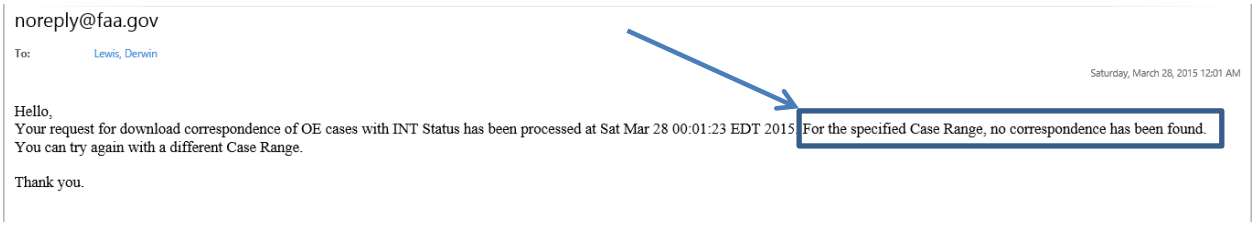
Saturday, March 28, 2015 12:27 PM

Hello,
Your request for downloading correspondence of the OE cases with DET Status has been completed at Sat Mar 28 12:27:56 EDT 2015. You may now download the correspondence by clicking the link.
The ASNs included for this download are:

1. 2014-AGL-85-OE
2. 2014-AGL-86-OE
3. 2014-AGL-87-OE
4. 2014-AGL-88-OE
5. 2014-AGL-89-OE
6. 2014-AGL-90-OE
7. 2014-AGL-91-OE
8. 2014-AGL-92-OE
9. 2014-AGL-93-OE
10. 2014-AGL-94-OE
11. 2014-AGL-95-OE
12. 2014-AGL-96-OE

Thank you.

Example Email: No Off Airport Case Correspondence Found for Download



noreply@faa.gov

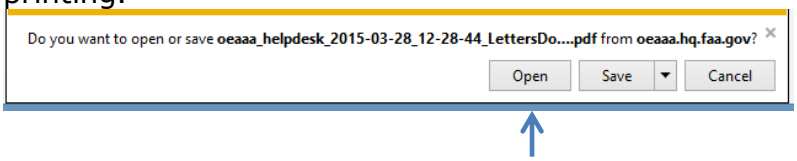
To: Lewis, Derwin

Saturday, March 28, 2015 12:01 AM

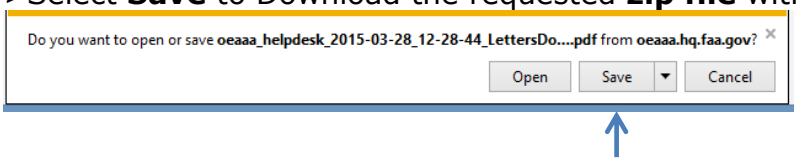
Hello,
Your request for download correspondence of OE cases with INT Status has been processed at Sat Mar 28 00:01:23 EDT 2015 For the specified Case Range, no correspondence has been found.
You can try again with a different Case Range.

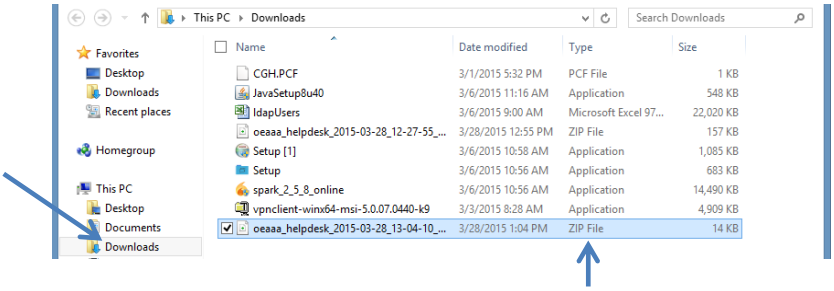
Thank you.

>Select **Open** to compile the requested correspondence into a **single pdf** for printing.



>Select **Save** to Download the requested **zip file** with the **individual pdfs**.




This PC
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Desktop
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Homegroup
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Desktop
Documents
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Name
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Type
Size
CGH.PCF
3/1/2015 5:32 PM
PCF File
1 KB
JavaSetup8u40
3/6/2015 11:16 AM
Application
548 KB
ldapUsers
3/6/2015 9:00 AM
Microsoft Excel 97...
22,020 KB
oeaaa_helpdesk_2015-03-28_12-27-55_...
3/28/2015 12:55 PM
ZIP File
157 KB
Setup [1]
3/6/2015 10:58 AM
Application
1,085 KB
Setup
3/6/2015 10:56 AM
Application
683 KB
spark_2_5_8_online
3/6/2015 10:56 AM
Application
14,490 KB
vpnclient-winx64-msi-5.0.07.0440-k9
3/3/2015 8:28 AM
Application
4,909 KB
oeaaa_helpdesk_2015-03-28_13-04-10_...
3/28/2015 1:04 PM
ZIP File
14 KB